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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 70.2

Responsibilities of the Regional Shipping and Storage Division
Offices for Commodity Shipments

I. ISSUANCE OF SHIPPING INSTRUCTIONS

- A. Shipping and Storage Regional Offices - Beginning June 25, 1945, the Washington Office will issue shipping instructions to the Shipping and Storage Regional Offices (except in those instances where the Washington office is the billing office).
- B. Shipping and Storage Billing Offices - Except in those cases where the Shipping and Storage Regional Office also acts as a billing office, shipping instructions are to be forwarded immediately by the Regional Office to the proper billing office. When it is necessary to forward shipping instructions to a billing office, they are to be relayed via teletype or telegraph. In cases of extreme emergency, they may be telephoned, but such telephone instructions must be confirmed immediately in writing.

II ESTABLISHMENT OF ONS RECORDS IN EACH SHIPPING AND STORAGE REGIONAL OFFICE

Immediately upon receipt of a shipping instruction from the Washington office, the Shipping and Storage Regional Office is to use it as a basis for filling out "Notice of Commodities Shipped/Unloaded" form. (Exhibit A) This form is then to be used as an "Ordered But Not Shipped" record until such time as a report of shipment is received from the shipper.

III SHIPPER AND CONSIGNEE INSTRUCTIONS TO BE ISSUED BY THE WASHINGTON AND REGIONAL OFFICES

- A. The Washington office is responsible for initially notifying all vendors and warehousemen to discontinue, as of June 25, 1945, the current procedure with respect to wiring reports of shipments and unloadings. The Washington office is to notify the Shipping and Storage Regional offices when to send out follow-up notices concerning the revised procedure.
1. Shippers will no longer send wires to the New York Shipping and Storage Office reporting shipments (except for those shipments originating in the Northeast Region). Also, they will no longer send wires to Outport Offices reporting export movements.
 2. Consignees will no longer send wires to the Washington Shipping and Storage office reporting unloadings at warehouses, or arrivals and liftings at ports.

- B. Vendors, warehousemen, and processors are to be instructed that they are to furnish the following information when reporting shipments and arrivals.

Shipments

1. Outbound car initials and number
2. Delivering carrier
3. Date shipped
4. Commodity
5. Purchase or Processor's Contract Number
6. Order symbol, number, and sub
7. Number and kind of unit
8. Size and type of container
9. Total quantity in net pounds
10. Total quantity in gross pounds (shipping weight)
11. Inbound car initials and number (To be included in reports of shipments from warehouses)
12. Ex-lot number (To be included in reports of shipments from warehouses)
13. FAS number (if shipment is consigned to a port)
14. Full name and address of consignee
15. Final destination

Unloadings

1. Inbound car initials and number
2. Date Arrived
3. Commodity
4. Storage or Processor's Contract Number
5. Order symbol, number, and sub
6. Number and kind of unit
7. Size and type of container
8. Total quantity in net pounds
9. Total quantity in gross pounds (shipping weight)
10. Lot number assigned
11. Number of units Over, Short, and/or Damaged

Each Shipping and Storage Regional office is responsible for notifying vendors and warehousemen to whom to address their reports of shipments and arrivals. Vendors and warehousemen are to furnish their reports in any of the following means; as determined by each Shipping and Storage Regional office.

1. Teletype or Telegraph - Collect teletypes (where such facilities are available to vendors, processors, and warehousemen), or collect day or night telegrams.
2. Telephone - If it is determined that a vendor, processor, or warehouseman may telephone reports of shipments or unloadings, the information called for in Section II, B, above, is to be filled in on the "Notice of Commodities Shipped/Unloaded" form at the time the call is received.
3. Mail - If it is determined that a vendor, processor, or warehouseman may mail reports of shipments, such persons are to be furnished copies of Form CCC-338 "Report of Arrival" and CCC-337 "Report of Shipment" (Exhibits C and D) to be used when making reports by mail.

IV INFORMATION TO BE SENT BY EACH SHIPPING AND STORAGE REGIONAL OFFICE TO THE WASHINGTON SHIPPING AND STORAGE OFFICE

- A. Immediately upon receipt of a shipping or unloading report in the Shipping and Storage Regional office, it is to be checked against the corresponding "Ordered But Not Shipped" record (Notice of Commodities Shipped/Unloaded" form - Exhibit A) to determine that the shipment was made in accordance with instructions.
- B. The additional information contained in a shipper's or consignee's report is to be transcribed onto the "Notice of Commodities Shipped/Unloaded" form. Immediately upon completion of this form, the information contained in it is to be relayed, via teletype, to the Washington office. When possible, teletype messages are to be grouped by region of destination before being transmitted to the Washington office. The information contained in the "Notice of Commodities Shipped/Unloaded" form is to be transmitted by teletype exactly as written, left to right, line for line. Exhibit B, attached is a sample of a message sent from this form.

V INFORMATION TO BE SENT TO THE SHIPPING AND STORAGE REGIONAL OFFICE AT DESTINATION

- A. When a shipment is moved from one region to another, the teletype message sent to the Washington office, reporting such a shipment, must also be teletyped to the Regional Shipping and Storage office at destination. Because of current teletype facilities, it is not always possible to send a message directly from one Regional office to another. Presented below is a table showing when one Regional Shipping and Storage office can teletype a message directly to another Regional office; and, when a Regional Shipping and Storage office must have a message relayed through the Washington office.

Chicago to San Francisco -- Direct

Messages from Chicago to all other Regional Shipping and Storage offices are to be relayed through the Washington office.

San Francisco to Chicago -- Direct

Messages from San Francisco to all other Regional Shipping and Storage offices are to be relayed through the Washington office.

New York is to relay all messages to other Regional Shipping and Storage offices through the Washington office.

Dallas to Memphis -- Direct

Messages from Dallas to all other Regional Shipping and Storage offices are to be relayed through the Washington office.

Memphis to Dallas -- Direct

Messages from Memphis to all other Regional Shipping and Storage offices are to be relayed through the Washington office.

- B. The Shipping and Storage Regional Office at destination is to notify any of its other field offices it deems necessary that a shipment has been consigned to the region.

VI REPORTS ON ARRIVALS AND LIFTINGS AT PORTS

- A. As of June 25, 1945, all Outport offices are to discontinue sending reports to the Washington office listing cars enroute, car arrivals, and car liftings.
- B. As of June 25, 1945, each Outport office is to send daily reports, via teletype or telegraph, to its Regional Shipping and Storage office, listing car arrivals and liftings. These reports are to incorporate separately two types of information:
 1. A record of all arrivals at port for the day of reporting.
 2. A record of the daily disposition of cars. (Lifted or Reconsigned.)

For each category above the information should be listed in the following order:

1. FAS number
2. Commodity
3. Ticket and sub number. (Use separate line for each sub)
4. Car initials and number
5. Net weight (in pounds)
6. Delivering carrier
7. Date arrived, or
Lifted. (When liftings are made at ports where the Russian program is operated by flights, indicate the flight to which lifted; e.g., First May Flight.) or
Reconsigned. (When reconsigned, give the name of the commercial warehouse.)
See Exhibit E for an example of how such a message should be set up.

If a shipment arrives and is lifted on the same day, it is to be reported both as arrived and lifted. Any activity occurring after a cut-off on a particular day should be reported in the following day's report.

- C. At the close of business each day, each Regional Shipping and Storage office is to relay, via teletype to the Washington office, a report of car arrivals and liftings at its ports for that day. The information noted above should be sent to the Washington office in the format prescribed by Exhibit E. These messages are to be headed "Promad".

VII RECONSIGNMENTS, DIVERSIONS, AND HOLD ORDERS

- A. All requests for reconsignments, diversions, and hold orders made by the Washington office are to be forwarded to the Shipping and Storage Regional office of destination.
- B. The Regional office of destination is responsible for notifying the carrier, and its field offices concerned, when a reconsignment, diversion, or hold order is to be accomplished.

VIII RESPONSIBILITIES OF THE REGIONAL SHIPPING AND STORAGE OFFICE FOR SHIPMENTS

- A. Each Regional Shipping and Storage office is responsible for:
 - 1. Determining that shipments originating within its region are shipped in accordance with shipping instructions.
 - 2. Determining that shipping and unloading reports of shipments originating and terminating within its region are accurate and are received promptly.
- B. Only those persons so authorized in each Regional Shipping and Storage office and the Washington office are to contact vendors, processors, or warehousemen directly regarding the shipment or arrival of commodities. The personnel in the Washington office will, whenever possible, contact the appropriate Regional Shipping and Storage office regarding the status of any shipment. In cases of extreme emergency only are they to contact the vendors, processors, or warehousemen directly. Under no circumstances are any shipping instructions to be issued from the Washington office to a shipper directly without sending full particulars immediately to the Regional Shipping and Storage office affected.

IX CAR CARD REPRODUCTION AND DISTRIBUTION

- A. As of the close of business on Saturday, June 23, 1945, the New York Shipping and Storage office is to discontinue the reproduction and distribution of car cards.
- B. On June 25, 1945, the New York Shipping and Storage office is to furnish each Shipping and Storage Regional office, via teletype, a complete listing of commodities ordered but not shipped as reflected by the records of the Shipping and Storage New York office.
- C. On June 25, 1945, the Transit Section of the Washington Shipping and Storage office is to furnish each Shipping and Storage Regional office, via teletype, a complete listing of commodities enroute, as reflected by the records of the Transit Section.

- D. Copies of the teletype messages to Washington reporting shipments and arrivals are to take the place of car cards. These messages are to be handled in accordance with Shipping and Storage Branch Memorandum Number ____.
- E. It is recognized that some shippers and consignees may continue to send wire reports to the New York and Washington Shipping and Storage offices after the June 25 cut-off date. Any shippers' wires received in the New York Shipping and Storage office directly from shippers after the cut-off date are to be relayed immediately to the Washington office. The Washington office is to relay these messages immediately to the appropriate Shipping and Storage Regional office. Any warehousemen's wires received in the Washington office directly from warehouses after the cut-off date are to be relayed immediately to the appropriate Shipping and Storage Regional office.

H. M. Stone

Chief, Shipping and Storage Branch

EXHIBIT A

WAR FOOD ADMINISTRATION
CCC, OFFICE OF SUPPLY
SHIPPING AND STORAGE BRANCH

NOTICE OF COMMODITIES SHIPPED/UNLOADED

OFFICES TO BE TELETYPE

WASHINGTON
MEMPHIS

SHIPPED/UNLOADED/TR. OF TITLE

SHIPPED

TO BE SHIPPED NOT LATER THAN:

6-28-45

NOTIFIED

DATE

5-22-45

PERSON CALLING

C. B. Clark

PERSONS FILLING IN THIS FORM

B. K. W.

CAR NUMBER

NYC 860242

DEL. CARRIER

NYC

DATE SHIP/UNLOAD

6-25-45

COMMODITY

FRZ WHOLE EGGS

CONTRACT NUMBER

BELOW

ORDER SYMBOL, NUMBER & SUB

WFSK 75000-2

NUMBER & KIND OF UNIT

1200 BOXES

SIZE & TYPE CONTAINER

1140 LB. TINS

CIVILIAN FOOD ORDER NUMBER

F.A.S. NUMBER

LOT NUMBER

—

COMMODITY CODE

0820110

NET WEIGHT LBS.

3600

GROSS WT. LBS.

37200

EX CAR NUMBER

—

DAMAGED

—

FINAL DESTINATION

—

OVER

SHORT

CONSIGNEE NAME AND ADDRESS

CCC-OS US WAREHOUSE CO, CHICAGO, ILL.

CONSIGNOR NAME AND ADDRESS

MARSHALL-KIRBY CO, TERRE HAUTE, IND.

AWF F 1642, AWF F 14260

SAMPLE COPY

APPROVED:

TITLE:

TELETYPE REPORT OF SHIPMENT SENT TO THE WASHINGTON OFFICE

EXHIBIT "B"

1 WA 2 ME

SHIPPED

NYC 860212 NYC 5-22-45 FRZ WHOLE EGGS BELOW

WFSK 75000-2 1200 BOXES 1/30 LB TINS

0820110 36000 37200

CCC-CS US WAREHOUSE CO, CHICAGO, ILL

MARSHALL-KIRBY CO, TERRE HAUTE, IND

AMF F 1642, AMF F 14260

EXHIBIT "C"

FORM CCC-337 6-45		WAR FOOD ADMINISTRATION COMMODITY CREDIT CORPORATION OFFICE OF SUPPLY SHIPPING AND STORAGE BRANCH WASHINGTON 25, D. C.		DEL. CARR. DATE SHIP COMMODITY		CONTRACT NO.		BUDGET BUREAU NO. EXPIRES:	
		ORDER NO. (INITIALS, FAS NO. & NO.)		FINAL DESTINATION				CONTAINERS (CHECK) <input type="checkbox"/> WOOD <input type="checkbox"/> FIBER	
		NAME AND ADDRESS OF CONSIGNEE							
		NAME AND ADDRESS OF CONSIGNOR							

REPORT OF SHIPMENT		SUB		NO. OF		DESCRIPTION		NET WEIGHT		GROSS WEIGHT		LOT		EX CAR	
		CAR INITIALS AND NO.		UNITS		(WEIGHT, RANGE, CAN SIZE, GRADE, ETC.)		(LBS.)		(LBSL)		NO.		NO.	
						<p style="text-align: center;">S A M P L E C O P Y</p>									

EXHIBIT "D"

FORM CCC-338 6-45		WAR FOOD ADMINISTRATION COMMODITY CREDIT CORPORATION OFFICE OF SUPPLY SHIPPING AND STORAGE BRANCH WASHINGTON 25, D. C.		REPORT OF ARRIVAL		DEL. CAR# DATE UN* ID NO.		COMMODITY		CONTRACT NO.		BUDGET BUREAU NO. EXPIRES	
SUB NO.		CAR INITIALS AND NO.		NO. OF UNITS		(WEIGHT, RANGE, CAN SIZE, GRADE, ETC.)		DESCRIPTION		NET WEIGHT (IBS.)		GROSS WEIGHT (IBS.)	
LOT NO.		ASSIGNED		NO. OF UNITS, OVER, SHORT AND/OR DAMAGED									
SAMPLE COPY													

EXHIBIT "E"

DAILY RECAP OF PORT ARRIVALS AND LIFTINGS TO BE REPORTED TO THE

WASHINGTON OFFICE

* * * * *

PHILADELPHIA 6/25

ARRIVED THIS PORT TODAY

CDC 94078 S-5-2 TUSHONKA FFCA 1225-3 60,000 PRR 550552

CDC 96503 S-5-2 COND MILK FFCA 1198-1 45,000 GN 30368

LIFTED OR RECONSIGNEED TODAY

CDC 93470 S-5-1 EGGS FFCA 1088-7 40,000 LMLX 1463 FST MAY FLT

CDC 95078 S-5-2 TSHKA FFCA 1225-1 70,000 URT 95361 FST MAY FLT

FFCA 1226-2 67,780 SOU 20131 R/C MERCHANTS W

-3 67,780 ATEP 13974 FST MAY FLT

INSTRUCTIONS FOR PREPARING TELETYPE MESSAGES FROM THE
"NOTIFICATION OF COMMODITIES SHIPPED/UNLOADED" FORM

General

The " Notice of Commodites Shipped/Unloaded" form is to be sent to the Teletype Unit for transmittal of information concerning shipments and unloadings of Shipping and Storage Branch commodities. Teletypewriter operators are responsible for transmitting information exactly as it appears on the form.

What is to be Included in the Teletype Message

The block headed "Offices to be Teletyped" will contain the names of the cities to which teletype messages are to be sent. The name of each city should be preceded by the proper number.

Report of shipment and arrival messages to Washington are to be numbered consecutively. For this purpose, each Regional Office is to prepare a separate number sheet, the numbers of which are to be used in consecutive order when transmitting reports of shipment and arrival messages. A new number sheet, beginning with number one (1), is to be prepared for each day's business. At the beginning of business each day, the Service Message comparing report of shipment and arrival message numbers should be sent to Washington.

The blocks at the upper-right-hand side of the form, set off by double lines, are not to be copied.

The teletype message will proceed as follows:

First line: From the "Shipped/Unloaded" block, copy the words "Shipped", or "Unloaded" or "Transfer of Title"...whichever are filled in.

Copy from next line: Entries in blocks							"Car Number" thru "Contrant Number".
"	"	"	"	"	"	"	"Order symbol, number, and sub," thru "Liv. Food Order No!"
"	"	"	"	"	"	"	"Commodity Code" through "FAS Number"
"	"	"	"	"	"	"	"Over" through "Damaged"
"	"	"	"	"	"	block	"CONSIGNEE Name and Address"
"	"	"	"	"	"	"	"CONSIGNOR Name and Address"

Any entries below this last block are to be copied line for line, exactly as they appear on the form.

Operators need not copy anything from any block filled in with a straight line. If the block is empty of even a straight line, the form should be returned to the person who APPROVED the form.

How the Teletype Message is to be Transmitted

All Regional Offices are to send report of shipment and arrival messages to Washington. New York is to send on existing Circuit 7043, and Chicago and San Francisco on existing Circuit 7049.

Some report of shipment and arrival messages will be destined for Washington and one other Regional Office. The current teletype facilities will permit the exchange of messages between Chicago and San Francisco without requiring the use of the Washington Typing Reperforator. Dallas and Memphis will also be on a circuit together and will be able to exchange messages without requiring the use of the Washington Typing Reperforator. With these exceptions, messages to other Regional Offices will have to be relayed to those offices through the Washington Office.

The method of tape preparation of report of shipment and arrival information on the #19 ASR (sending) machines at New York, Chicago, Memphis, Dallas, and San Francisco will be as follows:

Teletypewriter operators at these points will cut tapes in the usual manner, using two line feeds (double space) before the start of the message; cutting of the message proper; then using line feeds sufficient to total 13 line feeds (double space) overall. This total of 13 line feeds will cover the entire length of the fan fold form used on the receiving machine in Washington.

Example:

- A. Two line feeds
- B. The five line message, including address and signature
- C. Six line feeds
- or
- A. Two line feeds
- B. The six line message, including address and signature
- C. Five line feeds.

It is understood that report of shipment and arrival messages will ordinarily require five or six lines.

The method of transmitting report of shipment and arrival messages to Washington will be as follows:

When ready to send tapes, the Regional Office will give Washington two or three bell signals, and will then type "RO" to indicate

that they desire Washington to turn on the 'receiving only' machine.

Washington will then type GA RO, indicating readiness to receive, and will immediately switch to the 'receiving only' teletypewriter.

The Regional Office will wait for 5 or 6 seconds to allow time for Washington to switch to the receiving only teletypewriter and will then run the tape in the usual manner.

At the end of transmission of the tapes, the Regional Office will give 2 or 3 bell signals and wait for acknowledgement from Washington.

Upon receipt of bell signals, Washington will switch back to the regular message machine and will type GA indicating readiness to receive regular messages. If GA is not received within a reasonable length of time (5 to 6 seconds) the distant office will repeat the bell signals and await GA from Washington.

Instructions for Use of "Notice of Commodities Shipped/Unloaded" Form

I Preparation

On the basis of shipping instructions received from the Washington Shipping and Storage Branch the form "Notice of Commodities Shipped/Unloaded" will be prepared (preferably typed). It is designed as the form to be sent to the Teletype Unit for consistent transmittal of information concerning shipments and unloadings of Shipping and Storage Branch commodities. The information for filling in the form will be secured from telegrams, telephone calls, teletype messages, and mail reports. The person responsible for filling in and/or checking the form before it is sent to the Teletype Unit will bear in mind the following.

A. Suggestions:

1. When there is no information to be entered in a block, draw a straight line ——— through it.
2. Since the form is to be copied and transmitted by the teletype operator exactly as written, line for line, care should be taken to abbreviate wherever possible in order to permit the available 65 spaces per line on the teletype message to contain all the information on each line of the form. There will be 2 empty letter spaces between each item of information on the teletype message. An empty block will be omitted from the teletype message.
3. Each block is designed to hold only one entry. In unusual cases it may be necessary to make more than one entry in one or more blocks. In these cases write "BELOW" in the block, and, at the bottom of the form, immediately under CONSIGNOR NAME, AND ADDRESS, write all the entries applicable.

B. Initial Entries on Form:

1. TO BE SHIPPED NOT LATER THAN — Insert date.
2. DEL. CARRIER — Copy from Washington shipping instructions.
3. COMMODITY — Copy from Washington shipping instructions. The name of the commodity may be abbreviated as much as possible, as long as there will be no misinterpretation.
4. CONTRACT NUMBER — Copy from Washington shipping instructions.
5. ORDER SYMBOL, NUMBER AND SUB — Copy from Washington shipping instructions.
6. NUMBER & KIND OF UNIT — Copy from Washington shipping instructions. For example; 1200 boxes.

7. SIZE & TYPE CONTAINER -- Copy from Washington shipping instruction For example, 1/30 lb. tins.
8. CIVILIAN FOOD ORDER NUMBER -- Copy from Washington shipping instructions. In the case of a "Section 32" movement (school lunch, charitable institutions, etc.), be sure this number is shown in addition to that shown under ORDER SYMBOL, NUMBER & SUB.
9. COMMODITY CODE -- Copy from Washington shipping instructions.
10. NET WEIGHT LBS. -- Copy from Washington shipping instructions.
11. F.A.S. NUMBER -- Copy from Washington shipping instructions.
12. FINAL DESTINATION -- Copy from Washington shipping instructions.
13. CONSIGNEE NAME AND ADDRESS -- Copy from Washington shipping instructions.
14. CONSIGNOR NAME AND ADDRESS -- Copy from Washington shipping instructions.
15. PERSON FILLING IN THIS FORM -- At the discretion of the Regional office, the person filling in the above entries may insert his initials in a portion of this block, for checking purposes.

II ONS File Established

After completion of the above entries, the form will be filed BY DATE shown in the top right block.

III Confirmation of Movement and Completion of Form

When a teletype, telegraph, telephone, or mailed message is received reporting shipment or unloading, the following steps will be taken:

- A. Remove form from ONS file.
- B. Check entries listed under I B for conformance to shipping instructions.
- C. Complete filling in form with the following information:
 1. NOTIFIED, DATE -- Insert the date on which the message was received.
 2. PERSON CALLING -- Insert the last name and initials of the person submitting the message.
 3. SHIPPED/UNLOADED -- Insert the word which describes the movement reported. In the case of a transfer of title involving no movement, "Transfer of Title".

4. CAR NUMBER — In the case of a car shipped, this will be the outbound car number.
In the case of a car unloaded, this will be the inbound car number.
5. DATE SHP/UNLOAD — Insert the date the car was shipped or unloaded.
6. GROSS WEIGHT IN LBS. — Insert shipping weight.
7. EX CAR NUMBER — In the case of a car containing an S&S Branch commodity which is shipped from one warehouse to another, or from warehouse to port, this will be the number of the car which brought the commodity to the warehouse.
8. LOT NUMBER — In the case of a car Unloaded, this will be the lot into which the commodity moved.
In the case of a car shipped, this will be the lot out of which the commodity moved.
In the case of a Tr of T only, this will be the lot in which the commodity is stored.
9. OVER, SHORT, DAMAGED — Insert applicable information, in the case of a car which has been unloaded. It is quite possible that a car unloaded may be OVER or SHORT and DAMAGED.
10. PERSON FILLING IN THIS FORM — At the discretion of the Regional office, the person filling in the above entries may insert his initials in a portion of this block, for checking purposes.
11. OFFICES TO BE TELETYPED — "WASHINGTON" will be inserted in every case of a car shipped or unloaded, or in case of a correction to a previously teletype messaged to Washington. In the case of a car shipped to a warehouse or port destination in another region, the city which is headquarters for that region will also be inserted.

IV Approval of Form

At the discretion of the Regional office APPROVED and TITLE will be filled in by the person preparing the form, or his immediate supervisor. He will also be the person to be contacted should questions arise later, particularly in the Teletype Unit.

